

OK to Process Department Timesheets On-line

SCENARIO: "OK to Process?" an entire Department's timesheets on-line.

STEP 1:	Select the menu items in the following order: Time and Leave > Maintain Department Timesheet.
Expected Results:	A search page titled "Time by Department" (Find an Existing Value) displays.
STEP 2:	Type in the Department ID and Press Tab twice on your keyboard.
Expected Results:	The cursor moves to the Pay Period End Date field.
STEP 3:	Type in the Pay Period End Date and Click "Search" <u>or</u> Press "Enter" on your keyboard. NOTE: If you aren't sure of the pay period end date, you may do the following: Click once on the magnifying glass and the "Lookup Pay Period End Date" page displays with a list of valid pay period end dates. Click once on the pay period end date you want. Then Click "Search" <u>or</u> Press "Enter" on your keyboard.
Expected Results:	A list of employees who have a timesheet for the specified pay period end date displays.
STEP 4:	To turn on the "OK to Process?" checkbox for all employees in your department, Click on the "OK to Process Department?" checkbox. NOTE: To view all employees listed in this department, Click on the "View All" link.
Expected Results:	A checkmark will display. The "Process?" checkboxes will all turn gray. All employees will be set to "OK to Process?".
STEP 5:	Save the page by Clicking on the "Save" icon (Diskette).
Expected Results:	The word "Processing" will display and blink in the upper right hand corner of the page. Once the processing stops, "Saved" will display briefly in the upper right hand corner of the page.
STEP 6: Optional Step	To turn the "OK to Process?" checkbox off for some of your employees, Click off the "OK to Process Department?" checkbox.
Expected Results:	The checkmark will disappear. The "Process?" checkboxes will all un-gray.
STEP 7: Optional Step	Locate the employee you wish to turn off the "OK to Process?." Click the "Process?" checkbox off for the employee you wish not to pay.
Expected	The checkmark will disappear for the selected employee.

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Results:

STEP 8: Optional Step	Save the page by Clicking on the "Save" icon (Diskette).
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Expected Results:	The word "Processing" will display and blink in the upper right hand corner of the page. Once the processing stops, "Saved" will display briefly in the upper right hand corner of the page.
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